



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
FORT HUACHUCA, ARIZONA 85613-6000

REPLY TO
ATTENTION OF

ATZS-CDR

19 February 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY – Civilian Training

1. A professionally trained and highly motivated workforce enhances our ability to perform the mission. Management at all levels is responsible for training and developing employees for increased productivity. This is especially important as we continue to face budget constraints and the loss of expertise through transfers, reductions, and retirements.
2. To that end, the Quality Training Center (QTC) was established to plan, develop, and implement a post-wide civilian training management system. The staff of the QTC serves as a centralized point for the coordination and delivery of training. Regular contact between each organization's appointed Senior Civilian Training Advisor and the QTC ensures the development of a comprehensive, viable training plan for the installation.
3. While training needs may be identified by the supervisor, the employee, the position, or by training needs surveys, the supervisor is ultimately responsible for ensuring that all training is directly related to performance and/or mission requirements. Management must closely monitor all submissions for training, regardless of whether or not direct expenditure of funds is involved, to ensure the right individual is selected and attends the training.
4. As the Army continues to transform, the training needs of our civilian workforce will transition as well. Core leader development courses, pertinent college programs, long-term training, professional development assignments, seminars, workshops, and conferences are but a few examples of the opportunities available for personal and professional development. I strongly support and encourage the efficient use of time, resources, and personnel toward this objective.
5. The proponent for this subject is Mr. Rufus Henderson, Education Services Directorate, at 533-2570.

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6. This memorandum supersedes US Army Intelligence Center and Fort Huachuca memorandum, ATZS-CG, 23 Jul 01, subject: POLICY 01-50 –Civilian Training.

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MICHAEL W. BOARDMAN
Colonel, MI
Commander. U.S. Army Garrison

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